

FRONT STREET PRIMARY SCHOOL



Health and Safety Policy

September 2018



Model Framework for a School Health & Safety Policy

Introduction

Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the head teacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model where schools may complete the relevant blank sections and adapt for their own use.

The policy has three parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Health & Safety Responsibilities for School staff

Part 3 - School Management Arrangements

Part 1: Policy Statement

Front Street Primary School Health & Safety Policy

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: (Chair of Governors)
L Dick

Signed: (Head Teacher)
H Gladstone

Date: 15/10/2018

Review date: 15/10/2019

Part 2: Health & Safety Responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

The Head Teacher has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors. In order to comply with regulatory controls within their departments, department heads are also responsible for ensuring that advice from competent advisers is sought on health and safety matters.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below;

Name	Responsibility
Pam Jobling Elaine Armstrong Lynda Scott Dawn Furley Marie Scott Marie Croft Cassandra Pearson Gillian Johnson Alyson Kain Helen Knight Emma Oliver-Cottrell Karen Sutherland Lorena Dayson Alyson Kain Deborah Bradford	First Aid in School
Helen Gladstone	Health and Safety
Phil Caddle	Site Manager

Part 3: School Health & Safety Management Arrangements

The Corporate Health & Safety Handbook and Education Health & safety Handbook both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

<http://council/humanresources/healthandsafety/handbook.htm>

<http://council/humanresources/healthandsafety/edu-handbook/index.html>

The school commits to following the procedures detailed below to ensure that employees, pupils and members of the public are not put at risk by school activities.

Incident reporting & investigation

Adopted standard(s)	<u>EDP-HS-01: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident book. The books are kept by the teaching assistants and are located in each first aid box .
	Head Teacher Helen Gladstone is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with EDP-HS-01:

Administration and management of medicines

Adopted standard(s)	<u>EDP-HS-02: Administration and Management of Health Needs in Schools</u>
Specific school arrangements	A specific policy for the school has been developed using the EDP-HS-05 form and is located in the school office.

Hazardous Substances

Adopted standard(s)	<u>EDP-HS-08 Control of Substances Hazardous to Health</u>
Specific school arrangements	Site Manager Phil Caddle will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Phil Caddle will be responsible for ensuring that all actions identified in the assessments are implemented.

Infection Control

Adopted standard(s)	<u>EDP-HS-03: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste.</u>
Specific school arrangements	Guidance on infection control posters next to first aid boxes and in school office or consult School Nurse

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<u>EDP-HS-10: Statutory Maintenance and Testing Within Schools</u> <u>LCS-HS-90: Management of Premises</u>
Specific school arrangements	Gateshead LA is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor. A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDP-HS-10) has been prepared and is kept updated by Phil Caddle. The schedule is located with Site Manager office.

First Aid

Adopted standard(s)	<u>EDP-HS-12: First Aid Provision in Schools</u>
Specific school arrangements	The first aid boxes are kept at Infant entrance, main hall, Y5 block, Nursery The appointed persons/first aiders are listed in Part 2

Emergency Management Plan

Adopted standard(s)	<u>EDP-HS-14 Emergency management plan</u> <u>EDP-HS-15 Unavoidable school closures</u>
Specific school arrangements	Business Continuity and Major Incident Plan January 2015

Outdoor Play Equipment

Adopted standard(s)	<u>EDP-HS-18 Outdoor Play Equipment</u>
Specific school arrangements	Gateshead Council or their appointed representative have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176 as part of a SLA
	Class Teachers and Site Manager undertake daily or pre-use visual checks of play equipment and play areas.

Risk Assessment

Adopted standard(s)	<u>EDP-HS-19: Risk Assessment</u>
Specific school arrangements	SBM, Site Manager and Teachers are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to Head Teacher
	Risk assessments will be approved by Head Teacher
	SBM and Site Manager have responsibility for ensuring any actions required are implemented

Security/ Violence at work

Adopted standard(s)	<u>EDP-HS-21: Security</u> <u>EDP-HS-35 Warning and Banning Persons from School Premises.</u> <u>LCS-HS-79: Violence at Work</u>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - laminated instructions given to visitors as they sign in to read and return to the office.
	Access to the school is controlled by Administration staff via intercom and door release.

Lone Working

Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
Specific school arrangements	The following employees are considered to be lone workers: Site Manager
	Lone workers have been briefed on the following procedure to adopt when working alone: Site Manager

Curriculum Safety

Adopted standard(s)	<u>EDP-HS-29a: Code of practice for Technology in Secondary Schools</u>
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	<p><u>EDP-HS-29b: Code of practice for Technology in Primary Schools</u></p> <p><u>EDP-HS-30: Code of practice for PE and Sports</u></p> <p><u>EDP-HS-31a: Code of practice for Science for Secondary Schools</u></p> <p><u>EDP-HS-31b: Code of practice for Science for Secondary Schools</u></p>
Specific school arrangements	All staff have been given this guidance and informed of procedures.

Hydrotherapy Pool - n/a † Front Street

Adopted standard(s)	<u>EDP-HS-36: Hydrotherapy Pool Guidance</u>
Specific school arrangements	The following staff are deemed to be Specialist Swimming Teachers
	Parental or visitor involvement in hydrotherapy pool activities can only be authorised by
	The following staff are deemed competent and have responsibility for providing lifeguard provision (lifeguarding / rescue and resuscitation)
	Access to the pool area is controlled by
	The Normal Operating Procedure (NOP) for the pool is documented and located in
	The Emergency Action Plan for the pool is documented and located in
	Pre-use Checklists are located and are completed every by .

Consultation and Communication with Employees

Adopted standard(s)	<p><u>LCS-HS-08: Communicating the Health & Safety Message</u></p> <p><u>LCS-HS-10: Employee Consultation</u></p>
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Specific school arrangements	Health & Safety information is communicated to employees via regular staff meetings, INSET, policy sharing/
	Employee Representative(s) are Dawn Furley/SBM Trade Union appointed Safety Representatives are Jen Robson, Dawn Furley
	The above mentioned Safety Representative(s) will: <ul style="list-style-type: none"> • Attend meetings of safety committees • Liaise with the Head Teacher on health and safety matters. • Investigate accidents and potential hazards within the workplace • Investigate complaints made by an employee they represent relating to health, safety and welfare at work • Carry out inspections of the workplace • Represent employees they were appointed to represent in consultations <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>

Training

Adopted standard(s)	<p><u>LCS-HS-09 Health & Safety Training</u></p> <p><u>LCS-HS-77: Identification of Training Needs</u></p>
Specific school arrangements	SBM is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by SBM
	Training records are kept at office by SBM
	Induction training will be provided for all employees by HT, DHT, SBM, Site Manager

Asbestos

Adopted standard(s)	<p><u>Corporate Asbestos Management Plan</u></p> <p><u>ASB60: Asbestos Management Site Guide</u></p>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by Site Manager who is the named Responsible Person.
	The site specific management plan is located main office.

Management of contractors

Adopted standard(s)	<p><u>LCS-HS-18: CDM</u></p> <p><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></p> <p><u>LCS-HS-98: Contractor's Health & Safety Standards</u></p>
Specific school arrangements	HT is responsible for assessing contractor health and safety competency prior to appointment.
	HT has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

Display Screen Equipment

Adopted standard(s)	<u>LCS-HS-21: Display Screen Equipment:</u>
Specific school arrangements	Regular DSE Users have been identified as Administration team
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) SBM
	SBM has responsibility for ensuring any actions required are implemented.

Driving

Adopted standard(s)	<u>LCS-HS-22 Occupational Road Risk (Driving at work)</u>
Specific school arrangements	The following procedure is in place to ensure that any school vehicle is maintained in roadworthy condition - we follow these guidelines (provided by LA): <u>Transport Services: Driving licence checking procedure, Code of Conduct for Scholl Drivers, Procedure Licence checking.</u>
	Driver competency (license checks and insurance) are to be checked every year by SBM.

Fire

Adopted standard(s)	<u>LCS-HS-24: Preparing a PEEP</u>
	<u>LCS-HS-25: Fire Emergency Procedures</u>
	<u>LCS-HS-26: Fire Risk Assessments</u>
Specific school arrangements	HT & Site Manager is responsible for regularly reviewing the fire risk assessment
	HT & Site Manager is responsible for keeping the fire log book regularly updated

Stress

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
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Specific school arrangements	

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u>
Specific school arrangements	Training provided February 2106 INSET.

Work at Height

Adopted standard(s)	<u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within Site Manager Office

Work Equipment/ Lifting Equipment - n/a at Front Street

Adopted standard(s)	<u>LCS-HS-39: Provision and Use of Work Equipment</u> <u>LCS-HS-72: Lifting Operations and Lifting Equipment</u>
Specific school arrangements	The school possesses the following items of lifting equipment:
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by
	is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	<u>EDP-HS-09: Educational Visits and Learning Outside the Classroom</u>
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Specific school arrangements	The school's Educational Visits Coordinator(s) is/are HT/DHT

Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	SBM has been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827